



CASA Corridor of East Tennessee
107 ½ Park Street, Athens, TN 37303
PO Box 1026 Athens, TN. 37371-1026
Office: 423-746-9037 or Fax 423-746-9035
casa_director@casacorridor.org
www.casacorridor.org

VOLUNTEER JOB DESCRIPTION & APPLICATION

PURPOSE AND OBJECTIVE

A CASA Volunteer is a trained community volunteer appointed by a juvenile court judge or referee to advocate for the best interest of children who come to the attention of the court primarily as a result of abuse and/or neglect. A CASA Volunteer is an official part of the judicial proceedings, working alongside attorneys and social workers. By handling only one or two cases at a time, a CASA Volunteer has time to thoroughly explore the history and circumstances of each assigned case.

DUTIES AND RESPONSIBILITIES

Ensures that a child's best interests are represented at every stage in the case.

- Complete an extensive, independent review of each case:
 - Speak with the child and relevant adults (parents, family members, school officials, doctors, Department of Child Services case manager, Guardian ad litem/attorneys, foster parents, and others involved in the child's life that might have facts about the case)
 - Maintain complete records and documentation about the case, including appointments, interviews, and information gathered about the child(ren)
 - Review appropriate records and reports
 - Observe the child and significant others
- Report findings to the court by submitting formal reports to the judge at every scheduled review/hearing:
 - Provide a written report containing factual information to the CASA program office five business days prior to every review/ hearing
 - Attend court hearings concerning the child
- Ensure representation of the child's best interest:
 - Meet face to face with the child (a minimum of once every other week)
 - Attend all court hearings to see that all relevant facts are presented
 - Attend appropriate interagency meetings regarding the child
 - Participate in case conferences concerning the child
- Monitor case following a court hearing or decision as designated by the court:
 - Ensure that the judicial and child welfare systems are moving ahead to secure a safe, permanent home for the child
 - Ensure that court-ordered services are provided to the child and family
- Consult regularly with the volunteer coordinator concerning assigned cases:
 - Develop a case plan
 - Review progress and reports

SUPERVISION

Direct supervision and guidance is provided by the volunteer coordinator(s). CASA volunteers fill out a monthly Activity sheet.

TRAINING/SUPPORT PLAN

- Volunteers are required to attend approximately 30 hours of pre-service training and 2 hours of Court observation
- Volunteers are required to complete 12 hours of in-service training annually
- Volunteers follow guidelines established by the National CASA Association
- Volunteers have access to additional training opportunities offered by other agencies
- Volunteers receive direct supervision and guidance from program staff
- Volunteers are encouraged to contact their volunteer coordinator at any time with questions/concerns

TIME COMMITMENT

- Volunteers are required to make a six-month commitment to the program
- Volunteers are asked to attend all court hearings on their cases
- Volunteers are expected to be available for case assignment and to accept cases immediately upon completion of pre-service training unless other arrangements have been made

REQUIREMENTS

- Ability to keep all client and court information confidential
- Ability to communicate effectively both orally and in writing
- Ability respect and relate to people from various backgrounds
- Ability to transport self
- Ability to maintain objectivity
- Ability to gather and record factual information accurately
- A basic understanding of child development and family relationships
- Attend approximately 30 hours of pre-service training and 2 hours of Court observation
- Follow guidelines established by the National CASA Association
- Attend in-service training and receive direct supervision and guidance from program staff
- Commit themselves to the program for a minimum of six months
- Expected to be available for case assignment and to accept cases unless other arrangements have been made
- Complete assigned cases unless other arrangement have been made
- Must be 21 years of age or older

BENEFITS

Although we cannot provide monetary rewards, there are many benefits to being a CASA Volunteer. They include the opportunity to:

- Make a difference in the life and future of a child who has been the victim of abuse and/or neglect
- Help a child find permanency in a safe, loving home
- Assist judges in obtaining a clear picture of a child's life and needs
- Gain an understanding of juvenile courts, legal proceedings, and social services agencies
- Develop/utilize communication skills
- Develop/utilize assertiveness
- Utilize your past experiences/skills
- Form friendships the like-minded people in your community
- Have access to training statewide

VOLUNTEER APPLICATION

(Please print clearly)

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address			Apartment/Unit #
City		State	
ZIP			
Home Phone	Cell Phone	Work Phone	Can you be contacted at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Home E-mail	Work E-mail	Best Time To Contact	
Date of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Ethnicity: <input type="checkbox"/> African-American <input type="checkbox"/> Asian-American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Please specify other <input type="checkbox"/> Prefer not to answer			
Do you speak any other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please specify	
Marital Status:		Spouse's Name	
Emergency Contact: Name		Phone No.	Relationship
EMPLOYMENT/WORK AND VOLUNTEER HISTORY			
Employment Status: <input type="checkbox"/> Full-Time Work <input type="checkbox"/> Part-Time Work <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Volunteer			
1. Name and Address of Present or Last Employer or Volunteer Project:			
Dates Employed/Volunteered:		Supervisor's Name and Telephone No.:	
Brief Description of Work:			
2. Name and Address of Present or Last Employer or Volunteer Project:			
Dates Employed/Volunteered:		Supervisor's Name and Telephone No.:	
Brief Description of Work:			

3. Name and Address of Present or Last Employer or Volunteer Project:		
Dates Employed/Volunteered:	Supervisor's Name and Telephone No.:	
Brief Description of Work:		
EDUCATION		
High School:	Circle highest completed: 9 10 11 12	
College:	Circle highest completed: 1 2 3 4	
Other Educational Experience:		
Do you have any training or experience in any of the following? (Please check all that apply)		
<input type="checkbox"/> Mental Health Counseling <input type="checkbox"/> Substance Abuse Programs <input type="checkbox"/> Social Work <input type="checkbox"/> Advertising or Public Relations	<input type="checkbox"/> Fundraising <input type="checkbox"/> Child Development Mediation <input type="checkbox"/> Computers <input type="checkbox"/> Graphic Design <input type="checkbox"/> News Media Writing	
GENERAL INFORMATION		
How did you become aware of CASA?		
Describe your experience working with children:		
As a CASA volunteer you will be required to attend court hearings for the children you represent. Will you be able to arrange your schedule to attend these hearings? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you willing to commit to one year of volunteer services? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What are your reasons for wanting to participate as a CASA volunteer?		
Have you had any personal experience involving:		
<input type="checkbox"/> Child Welfare <input type="checkbox"/> Court System	<input type="checkbox"/> Foster Case <input type="checkbox"/> Other agencies offering services to children	
If so, please explain:		
Have you ever been convicted of a crime other than a traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what charge?	Date convicted:	Where:
Have you ever been accused of child abuse or neglect? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you or someone in your household currently or have been involved in court proceedings or litigation of any kind? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please explain:		

REFERENCES

As part of your application, please provide at least three references of people who know you well, other than relatives. For example, an employer, a friend, a teacher. Please print.

1. Name:	Relationship:
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Address:

City, State, Zip Code:

Telephone Number:

2. Name:	Relationship:
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Address:

City, State, Zip Code:

Telephone Number:

3. Name:	Relationship:
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Address:

City, State, Zip Code:

Telephone Number:

AFFIRMATION AND RELEASE

I hereby affirm that all of the answers provided on my volunteer application are true. All statements made on this application, including employment information, are subject to verification as a condition of volunteer services. I hereby give my permission for you to verify any information included in this application. I hereby authorize CASA Corridor of East Tennessee (Bradley, McMinn, Meigs, and Rhea counties) to investigate my background to determine my fitness as a potential volunteer. I understand that the information requested in this application will be used only for the purpose of determining suitability as a CASA Volunteer. Further, I understand that after the successful completion of my training, I will be expected to serve a minimum of one year in the CASA program. If unforeseen circumstances prevent me from fulfilling this obligation, I will submit my written resignation to the Executive Director, CASA Corridor of East Tennessee, with as much advance notice as possible. I am aware of the sensitive and confidential nature of the official documents, reports, and other material I will examine in my capacity as a CASA volunteer. I will discuss these matters only with those persons who are directly involved in the case or who will be consulted for their professional knowledge and expertise. Furthermore, pursuant to applicable laws in my state concerning authority to obtain information, I authorize CASA Corridor of East Tennessee to obtain all investigative records for examination for the purpose of verifying the accuracy of criminal violation information contained on this application; and/or supply a fingerprint sample and submit to a criminal history record check to be conducted by any state. I understand that failure to authorize CASA Corridor to complete background checks or provide requested information to complete background checks or if I do not pass background checks, eliminate me from further consideration as a CASA volunteer. I also understand that CASA can reject my application for any reason. CASA Corridor will reject any applicant found to have been convicted of, or having pending charges, a felony or misdemeanor involving a sex offense, child abuse, or neglect, or related acts that would pose risks to children or this agency's program.

Name (please print): _____

Signature: _____ Date: _____